# INSTRUCTIONS FOR USING THE REVISED COURIER RECEIPT AND THE NEW AGENCY CHAIN ENVELOPE

1. Form 240 (formerly known as "Courier's Classified Mail Receipt," now titled, "Courier Receipt and Log Record") has been revised to serve several purposes. It is now a four-part carbon interleaved snap-out form. At one writing, copies of the form are made for addressing, receipting, and logging of classified materials transmitted within headquarters through the courier system. The form meets all security requirements for logging material classified up through SECRET.

2. Revised Form 240 is also designed for use with the new Agency Chain Envelope. This envelope has been approved by the Office of Security for transmitting within headquarters material classified up through SECRET. It can also be used as the outer wrapper for double wrapped material, except that classified TOP SECRET. In addition to meeting these security requirements, the new envelope offers the following advantages:

*Saves time* — You can address an envelope and attach a receipt in one operation. Simply insert the receipt in the window pocket on the face of the envelope. If a courier receipt is not needed, insert a 3" x 5" card and write in the address.

*Saves money* — These envelopes may be used repeatedly.

*Saves safe space* — Safe space will not be needed for used envelopes since names and addresses will not appear on them.

3. The following instructions govern use of the revised Form 240 and the new Chain Envelope:

a. Complete Form 240 fully. It is not necessary to enter a serial number; each form is prenumbered for positive identification. Since this number is for identification only, sequence of issuance is not required nor should be attempted. Information in the "To" and "From" boxes should include the component designation as well as room number, building, and if desired, name of the sender or recipient. Information sufficient to identify the material for logging purposes should be included in the box "Log Data." It may be necessary to continue the log data on the reverse. By also reversing the first sheet of carbon paper you can continue the data on the backs of both the first and second copies. Classify the log data as appropriate.

b. Upon completing Form 240, snap out the carbons from the four copies.

c. Pending pick-up of the material by the courier, hold Copy No. 1 ("Originating Office Log"). When the courier picks up the material he will initial this copy and on it record the time. The copy then can serve as your log record in lieu of an entry in a log book.

d. Attach Copy No. 2 ("Receiving Office Log") to the material to be enclosed in the envelope. This copy in many cases will eliminate the need for a separate transmittal slip to accompany the material. This copy also can serve as a log record at the point of initial receipt in lieu of a log book entry.

e. Insert Copy No. 3 ("Courier Receipt") and Copy No. 4 ("Action Desk") into the window pocket on the face of the Chain Envelope. (Upon receiving the material, the receiving office will sign Copy No. 3 and give it to the courier. It should be noted that the caption in the signature box on Copy No. 3 is in error. It should read "Signature of Recipient," not "Signature of Courier").

f. Copy No. 4 is an extra copy that may be used to transmit the material from the point of initial receipt to the action desk. It may either remain in the window pocket, or be attached to the material itself. In either case, Copy No. 4 should replace Copy No. 2 which can then be retained by the initial receiving office as its log record.

4. Supplies of revised Form 240 and the new Agency Chain Envelope are now available in Building Supply Rooms. Any questions on the use of these forms should be referred to your Records Officer.

# FILING

| ISSUE DATE | TITLE | DISTRIBUTION SOURCE |
|---|---|---|
| 1960 | A Guide to Filing of Papers | RMS |
| 1960 | How To Improve Your Files | RMS |
| 1959 | How To Install The S-N Filing System | RMS |
| 1959 | Check List for Converting Your Files | RMS |
| 1950 | Basic Personnel Records and Systems | CSC |

[redacted]

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Sub-numeric, sounder, etc.

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Design and Contruction

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RC Design and Construction

3-3-1 Supplies
2 Conv. Cabs
3. Shelf Filing
4. Card File

[redacted]

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RECORDS MANAGEMENT 5-1-2
RC Design and Construction
Rosslyn, Virginia

RECORDS MANAGEMENT 5-1-3
RC Design and Construction
25X1A6a [redacted] - First Unit

RECORDS MANAGEMENT 5-1-4
RC Design and Construction
25X1A6a [redacted] - Second Unit

RECORDS MANAGEMENT 5-1-4
RC Design and Construction
25X1A6a [redacted] - Second Unit

(Appears on right hand side of label)
Official and Extra Copies of PRC Action
DD/S 237-57, Expansion of Records Center

RECORDS MANAGEMENT 5-1-4
RC Design and Construction
25X1A6a [redacted] - Second Unit

(Appears on right hand side of label)
Correspondence Leading to PRC Action
DD/S 237-57, Expansion of Records Center

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RC Operations and Maintenances CY 1958

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